


Occupational Health Management System (OHMS)

User Setup

There are several basic steps required to set up an OHMS user.


1. Each user will maintain their separate individual logins to the system. Some COHEs are used to having one login for everyone; for audit and reporting purposes we ask that COHEs not continue this practice.
2. The first step is to go to My L&I and sign-up for a user id and password.

- a. Go to <https://secure.lni.wa.gov/home/>, select , and follow the prompts to set up the new user id and password. OHMS requires that My L&I user ids include only alphanumeric values and only “#” or “_” as symbols. No other symbols should be used. If an individual already has a My L&I user id that meets these requirements and a password, then they can skip this step.
- b. When COHE staff reach the My L&I Screen that asks for “roles,” they should skip this question and move on.
- c. The person signing up will receive an email with a connection to My L&I that verifies their participation. They should open that email and select the link to activate their account.

3. The second step is to go to My L&I and select OHMS and Claim and Account Center as an “L&I Service”.

- a. Enter the user id and password and select

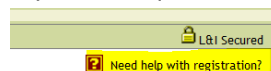


- b. From the menu select  next to the Claim and Account Center (CAC) and the Occupational Health Management System (OHMS).
- c. Review and agree/initial the terms and conditions page.

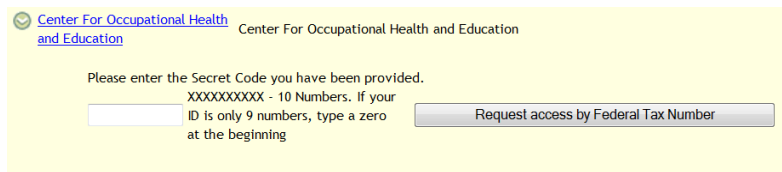
☒ I have read, understand, and agree to the department's access agreement.

Initials NG

If you have questions about the terms and conditions, please contact SAW support.



- d. Select Centers of Occupational Health & Education. The user will need to enter the secret code (your COHE's federal tax id).



Center For Occupational Health and Education

Please enter the Secret Code you have been provided.
XXXXXXXXXX - 10 Numbers. If your
ID is only 9 numbers, type a zero
at the beginning

The access manager (Noha Gindy and Kim Arakawa) will receive an email for approval of the user access. Before accepting the user, the access manager must set up their OHMS account that will match to the My L&I account. When approved, the user will receive an email confirmation that the “service” added to their My L&I account. Once that occurs the user should be ready to login, select OHMS, and begin work.